



Social Security

W-2 Online: An Electronic Filing Option For Small Businesses

www.socialsecurity.gov

W-2 Online: An Electronic Filing Option For Small Businesses

***Own a Business?
Drowning in Paper?
Stop Filing Paper W-2s!***

An electronic filing option is now available for small businesses. It is a secure Internet service that allows you to prepare and submit up to 20 W-2s at a time. Here is how this service will help you.

- More time to spend on your business—electronic filers have until March 31 to file—a full month later than other filers;
- Freedom from paper, forms, typewriters;
- Electronic receipts you can use as proof that you filed on time;
- System-generated W-3 for you;
- W-2s for your employees and your records; and
- Tracking of your W-2 report as it is processed.

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All you need is a —

- Personal computer with Internet access and a printer;
- Copy of Adobe Acrobat loaded on your personal computer (see our website); and
- Web browser set to accept our “cookie” and capable of “128-bit encryption” (explained on our website, too).

If someone else files your wage report and he or she has this equipment, he or she can file online for you.

Follow four simple steps to file

1. Go to:
www.socialsecurity.gov/employer
and click on “Business Services Online.”
2. To get a Personal Identification Number (PIN) and password, click on registration and follow the instructions.
3. Click on “Login” and give us your PIN and password.
4. Create W-2s under the heading “Create W-2s Online” on the next screen.

(over)

NOTE: *Business Services Online is available to accept W-2 wage reports the first week of January through the last day of March (using the address in Step 1).*

Want to know more?

- Get more information about filing W-2s online in the Business Services Online Handbook. Go to ***www.socialsecurity.gov/employer*** and click on “E-Filing Handbook.”
- Call us toll-free at **1-800-772-6270**.

Need technical help?

For technical support, such as connection and transmission questions, call **1-888-772-2970**.



Social Security Administration

SSA Publication No. 05-10033

ICN 456204

Unit of Issue - HD (one hundred)

June 2006